

		Time	Reporter
Venue and Date			
Cause for concern			
Competitor name/course/start time/SI number/ air dibber?			
Competitor club/age/ experience/health			
Competitor appearance			
Competitor contact details (from entry details)			
Contacts at event (eg co-traveller's mobile/vehicle reg)			
Car park search - 1 *see notes			
Contact competitors home			
Set time to start search			
Car park search - 2			
Car park search - 3			
Start/finish box record			
Recover in-course boxes (which numbers) (who and return time***)			
In-course box record			
Set time to call emergency services			
Search team 1 (names, mobile, route, return time***)			
Search team 2			

		Time	Reporter
Competitor found *see notes			

*** It is important to note the return time of search teams.

Car park search to:

- 1) Look for competitor
- 2) Note unattended cars
- 3) Speak to club mates or people on same course
- 4) Ask Claro or others (club mates) to delay leaving or help in search

Competitor found:

- 1) Take care of competitor
- 2) Inform all officials, searchers, club mates at event
- 3) Inform emergency services, competitors home

The following details should be recorded but not necessarily at the time of the incident. An All controls map should also be saved.

Start times window	
Courses close time	
Controller	
Planner	
Organiser	
Download official(s)	
First aider(s) present	
Other significant helpers	
Weather	

